



Comprehensive Training & Exercise Guidance

Division of Preparedness and Training

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1. Executive Summary

The Indiana Department of Homeland Security (IDHS) has developed this Comprehensive Training & Exercise Funding Guidance to provide Indiana's public safety partners who participate in United States Department of Homeland Security (USDHS) or State funded training and exercise events a comprehensive "one-stop" guidance document that outlines the policies and procedures that must be followed when utilizing Federal grant funds or dedicated State funds. This document also provides information regarding allowable expenses and reimbursement policies under the USDHS, IDHS grant programs or programs that provide funding for training and exercise activities.

The Indiana Department of Homeland Security receives federal grants and dedicated state funding to utilize for training and exercise events in order to prepare Indiana's public safety partners to respond during all types of hazards and conditions. IDHS is obligated to ensure that all jurisdictions who receive training and/or exercise funding for the design, development and conduct of training or exercise events use these funds in compliance with federal and state requirements.

The purpose of training and exercises is to enhance capabilities, validate plans, policies, agreements, procedures, and skills of Indiana's public safety partners. Additionally, exercises assist IDHS in identifying gaps in response capabilities at State and local levels. Exercises can also provide valuable lessons learned and best practices that will aid IDHS and local jurisdictions in future planning and training. In order to build upon existing capabilities the lessons learned shall be used in the design and development of future exercises.

The Indiana Department of Homeland Security has adopted the U.S. Department of Homeland Security's *Homeland Security Exercise and Evaluation Program* (HSEEP) as the methodology for the planning, conduct, and evaluation of all training and exercise programs funded by USDHS Grant Funds in accordance with Homeland Security Presidential Directive (HSPD8). This Comprehensive Training and Exercise Funding Guidance references and incorporates the requirements of HSEEP. HSEEP and this guidance document can be a beneficial tool for the development and conduct of training exercises. For further information on HSEEP, please visit:

<http://www.hseep.dhs.gov/>

This *Indiana Department of Homeland Security Comprehensive Training & Exercise Funding Guidance* is effective for 2008, 2009 and 2010 Funds.

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2. Exercise Training Program (HSGP/EMPG)

This Comprehensive Guidance applies to all jurisdictions or agencies that receive grant funding from the Indiana Department of Homeland Security (IDHS) to plan and conduct training or exercises. All training and exercises designed and conducted with the financial support of the Indiana Department of Homeland Security are subject to the approval of the Executive Director of the Indiana Department of Homeland Security. The use of training and exercise funding must comply with guidance set forth by the USDHS and IDHS.

- The hazards used in Homeland Security Grant Program (HSGP) funded exercises must be based on the IDHS's Strategic plan and Multi-Year Training and Exercise Plan. Acceptable scenarios for State Homeland Security Grant Program (HSGP) can be found within the guidelines of emergency preparedness programs such as: Urban Area Security Initiative (UASI), Metropolitan Medical Response System (MMRS), and Citizen Corps Program (CCP) exercises including District Response Task Force Deployments. Law Enforcement Terrorism Prevention Program (LETPP) exercises funded under this grant must involve training or exercises dealing with District Response Task Force elements as part of the scenario unless otherwise approved by IDHS. All training and exercise functions utilizing these funds must utilize the prescribed HSEEP methodology.
- All exercises listed above shall be multi-agency, multi-jurisdictional, district level exercises. However, in order to achieve the goal of raising capabilities of districts to respond to large-scale events, districts are encouraged to develop a comprehensive training and exercise program focused on preparing all entities to perform successfully in the exercises described above. The comprehensive training and exercise program may include a combination of smaller-scale discussion or operations-based exercises (as defined by HSEEP). The comprehensive training and exercise program should be developed during the required annual Training and Exercise Planning Workshop.
- Indiana has identified District Task Force development as the subject for training and exercise for each year through 2012. HSGP funds will support the development, training and exercising of each District Response Task Force. Each District will use funding to support the building-block approach, as defined by HSEEP, culminating in deploying their Task Forces in a full-scale exercise (FSE).
- **Exercise Venues:** IDHS is most concerned with developing the capabilities needed to respond to a catastrophic event in Indiana in accordance to Indiana's Comprehensive and Strategic Plan. Each district's full scale exercise proposal will be evaluated to determine if the planned exercise meets both the district's and the state's goals. IDHS reserves the right to approve exercise venues and to request that all or some elements of a

district exercise be conducted outside the jurisdiction in order to meet the overall objective of developing the capability to respond to a catastrophic event in Indiana.

- The fiscal/legal agent shall be responsible for the acceptance and disbursement of all funds related to the design, planning, conduct, after action reporting and improvement planning for the exercises.
- A sub-grant agreement providing funding for the exercise must be signed by both the Fiscal/Legal Agent and the State at least 30 days prior to the exercise or the exercise may be required to be cancelled or postponed.
- Any costs incurred before the date that the sub-grant agreement is signed by all parties, including exercise planning costs, will not be reimbursed.
- When developing a schedule for an exercise, the time it takes to draft and obtain signatures on the sub-grant agreement must be included in the schedule. After IDHS receives the sub-grant agreement back from the fiscal/legal agent, it may take 45-60 days for it to be signed by all State signatories. (See Section [2.4](#) Minimum Planning Timelines.
- Indiana has adopted the Homeland Security Exercise and Evaluation Program (HSEEP) Methodology for all exercise design, planning, conduct, and after action/improvement process. IDHS will not reimburse any exercise costs for exercises that are not HSEEP compliant from inception to completion.
- All requests for direct funding support from the Indiana Department of Homeland Security must be accompanied by an "Exercise Proposal".
- If a sub-grant agreement is already in place, a proposal for each training and/or exercise activity planned must still be submitted to the Indiana Department of Homeland Security prior to incurring any costs related to the planning or conduct of the exercise activity, otherwise the costs incurred for the conduct of the exercise will not be reimbursed.
- All exercises must be scheduled on the U.S. DHS National Exercise Schedule (NEXS), to include all required information as listed on the NEXS. The Exercise Lead should appoint a member of the planning team to enter NEXS data. The NEXS can be located at: <https://hseep.dhs.gov>. This is a requirement of U.S. DHS. *No reimbursement may be made without the exercise entered in the NEXS.*
- All exercise activities must be conducted at the Indiana Department of Homeland Security District level unless otherwise directed and approved by IDHS.
- **NIMS Compliance:** Exercises conducted using HSGP funding must be NIMS compliant, as defined by the 2007 NIMS compliance matrices. More information is available online at the NIMS Integration Center, <http://www.fema.gov/emergency/nims/index.htm>.

- **Training and Exercise Plan Workshop:** Each IDHS District is required to conduct an annual Training and Exercise Plan Workshop (T&EPW). A Multi-year Training and Exercise Plan must be produced from the T&EPW and submitted to the State Preparedness & Training Branch Chief. This plan must be updated annually. The Training and Exercise Plan will include the District's training and exercise priorities (based on the homeland security strategy and previous year improvement plans), associated capabilities, and a multi-year training and exercise schedule (to be updated annually and resubmitted to IDHS within 30 days of the Workshop). The schedule should reflect all training and exercises that are being conducted throughout the District, including Urban Areas, and not just those that are sponsored by IDHS. A template of the Multi-year Training and Exercise Plan can be found in HSEEP Volume IV. The Multi-year Training and Exercise Plan should employ a cycle of activity that includes training and exercises of increasing levels of complexity. The training cycle will follow a building block approach that identifies, for each State priority, the related capabilities, and the focus of the training necessary to address the associated capabilities. States and Urban Areas are encouraged to use exercises as an opportunity to meet the requirements of multiple exercise programs. To this end, grantees are encouraged to invite representatives and/or planners involved with other Federally-mandated (e.g. Health and Human Services (HHS), Chemical Stockpile Emergency Preparedness Program (CSEPP), Radiological Emergency Preparedness, (REP) and Federal Aviation Administration (FAA)) or private (e.g., Joint Commission on accreditation of Healthcare Organizations (JCAHO)) exercise activities. Districts and Urban Areas are encouraged to share at a minimum, the multi-year training and exercise schedule with those departments, agencies, and organizations included in the plan. Further guidance concerning Training and Exercise Plan Workshops can be found in the HSEEP Volumes.

2.1. Exercise Event

The following guidance applies to those jurisdictions or agencies that request or are awarded direct funding support from the Indiana Department of Homeland Security for conducting exercise training. The exercise planning team or the leadership of the exercise planning team for the District may be required to give a formal presentation on the proposed exercise to the Executive Director of the Indiana Department of Homeland Security and/or other officials within the Indiana Department of Homeland Security.

In lieu of a formal presentation, an exercise proposal shall be submitted to the Indiana Department of Homeland Security Exercise & Training Section within the Preparedness & Training Division for review. The proposal should be submitted in an electronic format. It is recommended that Concept and Objective and Initial Planning Conference be conducted prior to submission for review. This allows for the information to be entered into the NEXS and a NEXS report can be generated from the NEXS tool. This

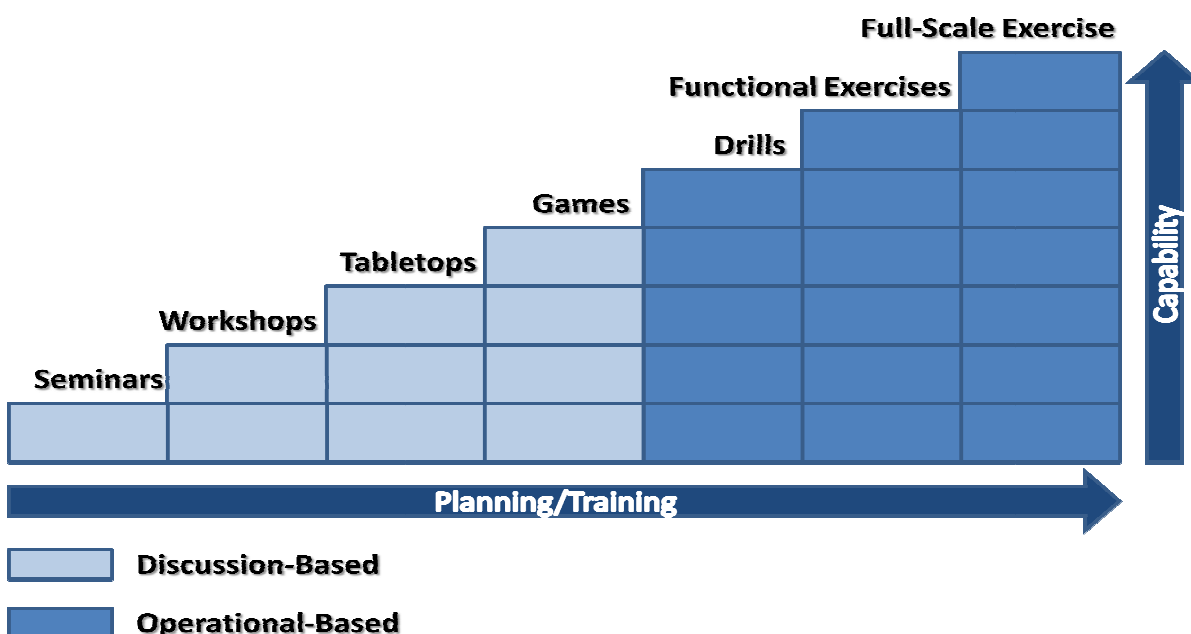
report is acceptable to IDHS as long as information contained within the report is detailed sufficiently.

The exercise proposal shall include:

- A copy of the NEXS Report which contains initial exercise planning information ([See Sample Documents](#)).
- A project budget must be created within the iGMS system. The fiscal agent will have to create a budget GAN from current awarded funds and request Grants Management to create a new project within the awarded funds specific to the exercise or project.
- The draft exercise budget must be uploaded to the NEXS as an attachment.
- The final exercise budget must be uploaded to the NEXS as an attachment
- If a sub-grant agreement is not in place, exercise related expenses may not be reimbursed.

2.2. Exercise Conduct

The process of exercising is well established within HSEEP. For exercises to be effective, they must be conducted with a frequency that the jurisdiction or agency can support. Thus, the types of exercises should progress based on the jurisdiction or agencies past Improvement Plans and capabilities assessments, resources available and as identified in the Multi Year Plan and Schedule.



2.3. Exercise Types

	Utility/Purpose	Type of Player Action	Duration	Real-Time Play?	Scope
Discussion-Based Exercises	Familiarize players with current plans, policies, agreements, and procedures; develop new plans, policies, agreements, and procedures	Notional; player actions are imaginary or hypothetical	Rarely exceeding 8 hours	No	Varies
Seminar	Provide overview of new or current plans, resources, strategies, concepts, or ideas	N/A	2-5 hours	No	Multi agency or Single agency
Workshop	Achieve specific goal or build product (e.g., exercise objectives, SOP's, policies, or plans)	N/A	3-8 hours	No	Multi- agency Single function
Tabletop Exercise (TTX)	Assist senior officials in the ability to understand and assess plans, policies, procedures, and concepts	Notional	4-8 hours	No	Multi-agency Multiple - functions
Game	Explore decision-making process and examine consequences of those decisions	Notional	2-5 hours	No (though some simulations provide real or near real time play)	Multi-agency Multiple-functions
Operations-Based Exercises	Test and validate plans, policies, agreements, and procedures; clarify roles and responsibilities; identify resource gaps	Actual; player action mimics reaction, response, mobilization, and commitment of personnel and resources	May be hours, days, or weeks; depending on purpose, type, and scope of the exercise	Yes	Varies
Drill	Test a single operation or function of an agency	Actual	2-4 hours	Yes	Single agency or Single function
Functional Exercise (FE)	Test and evaluate capabilities, functions, plans, and staffs of Incident Command, Unified Command, intelligence centers, or other command/operations centers	Command staff actions are actual; movement of other personnel, equipment, or adversaries is simulated	4-8 hours or several days or weeks	Yes	Multiple functional areas/Multiple functions
Full-Scale Exercise (FSE)	Implement and analyze plans, policies, procedures, and cooperative agreements developed in previous exercises	Actual	One full day or several days or weeks	Yes	Multi-agency/Multiple functions

A. Discussion-based Exercises

Discussion-based exercises are normally used as a starting point in the building-block approach of escalating exercise complexity. Discussion-based exercises include seminars, workshops, tabletop exercises (TTX's), and games. These types of exercises typically highlight existing plans, policies, interagency/interjurisdictional agreements,

and procedures. Discussion-based exercises are valuable tools for familiarizing agencies and personnel with current or expected jurisdictional/organizational capabilities. Discussion-based exercises typically focus on strategic, policy-oriented issues. Facilitators and/or presenters usually lead the discussion, keeping participants on track toward meeting exercise objectives.

a. Seminars

Seminars are informal discussions, unconstrained by real-time portrayal of events and led by a seminar leader. They are generally employed to orient participants to, or provide an overview of, authorities, strategies, plans, policies, procedures, protocols, response resources, and/or concepts and ideas. Seminars provide a good starting point for jurisdictions/organizations that are developing or making major changes to their plans and procedures.

b. Workshops

After seminars, workshops represent the second tier of exercises in the HSEEP building-block approach. They differ from seminars in two important respects: participant interaction is increased, and the focus is on achieving or building a product (such as a draft plan or policy). Some workshops are employed in conjunction with exercise development to determine objectives, develop scenarios, and define evaluation criteria.

A workshop may also be used to produce new standard operating procedures (SOPs), emergency operations plans (EOP's), MAAs, multi-year plans, or improvement plans. To be effective, workshops must be highly focused on a specific issue, and the desired outcome or goal must be clearly defined. A district Training & Exercise Planning Workshop can also be funded with exercise grant funds.

c. Tabletop Exercises (TTX)

Tabletop Exercises (TTXs) involve key personnel discussing simulated scenarios in an informal setting. This type of exercise is used to assess plans, policies, and procedures or to assess the systems needed to guide the prevention of, response to, and recovery from a defined incident. TTXs typically are aimed at facilitating understanding of concepts, identifying strengths and shortfalls, and achieving changes in attitude. Participants are encouraged to discuss issues in depth and develop decisions through slow-paced problem solving, rather than the rapid, spontaneous decision making that occurs under actual or simulated emergency conditions. The effectiveness of a TTX is derived from the energetic involvement of participants and their assessment of recommended revisions to current policies, procedures, and plans.

TTX methods are divided into two categories: basic and advanced. In a basic TTX, the scene set by the scenario materials remains constant. It describes an event or emergency incident (i.e., scenario) and brings discussion participants up to the simulated present time. Players apply their knowledge and skills to a list of problems

presented by the leader/moderator; problems are discussed as a group; and resolution is generally agreed on and summarized by the leader.

In an advanced TTX; play revolves around delivery of pre-scripted messages to players that alter the original scenario. The exercise controller (or moderator) usually introduces problems one at a time in the form of a written message, simulated telephone call, videotape, or other means. Participants discuss the issues raised by the simulated problem, applying appropriate plans and procedures.

TTX's are effective for evaluating group problem solving, personnel contingencies, group message interpretation, information sharing, interagency coordination, and achievement of specific objectives, among other issues.

d. Games

A game is a simulation of operations that often involves two or more teams, usually in a competitive environment, using rules, data, and procedures designed to depict an actual or assumed real-life situation. A game does not require use of actual resources, and the sequence of events affects, and is in turn affected by, decisions made by players. The goal of a game is to explore decision-making processes and the consequences of those decisions.

With the evolving complexity and sophistication of current simulations, opportunities to provide enhanced realism for game participants have increased. Computer-generated scenarios and simulations can provide a more realistic and time-sensitive method of introducing situations for analysis. Planner decisions can be input into realistic models to show the effects of decisions made during a game. Internet-based, multi-player games offer many additional benefits, such as saving money by reducing travel and travel time, offering more frequent training opportunities, and taking less time away from primary functions. They also provide a collaborative environment that reflects realistic occurrences.

B. Operations-based Exercises

Operations-based exercises represent the next level of the exercise cycle. They are used to validate the plans, policies, agreements, and procedures solidified in discussion-based exercises. Operations-based exercises include drills, functional exercises (FEs), and full-scale exercises (FSEs). They can clarify roles and responsibilities, identify gaps in resources needed to implement plans and procedures, and improve individual and team performance. Operations-based exercises are characterized by actual reaction to simulated intelligence; response to emergency conditions; mobilization of apparatus, resources, and/or networks; and commitment of personnel, usually over an extended period of time.

a. Drills

A drill is a coordinated, supervised activity usually employed to test a single, specific operation or function in a single agency or organizational entity. Drills are commonly used to provide training on new equipment, develop or test new policies or procedures, or practice and maintain current skills.

b. Functional Exercises (FE)

The functional exercise (FE), also known as a command post exercise (CPX), is designed to test and evaluate individual capabilities, multiple functions, activities within a function, or interdependent groups of functions. Events are projected through an exercise scenario with event updates that drive activity at the management level. An FE simulates the reality of operations in a functional area by presenting complex and realistic problems that require rapid and effective responses by trained personnel in a highly stressful environment.

Response and recovery-focused FE's are generally focused on exercising the plans, policies, procedures, and staffs of the direction and control nodes of Incident Command and Unified Command. Movement of personnel and equipment is simulated.

Prevention-focused FE's are usually focused on exercising the plans, policies, procedures, agreements, networks, and staffs of fusion centers or law enforcement agencies with counterterrorism missions. Adversary actions are largely simulated and delivered in the form of shared intelligence; however, some of these actions may be carried out by simulated adversaries, or Red Teams, in a separate but coordinated category of exercise play. See HSEEP Volume V: Terrorism Prevention Exercises for more information.

c. Full-Scale Exercise (FSE)

The FSE is the most complex type of exercise. FSE's are multi-agency, multi-jurisdictional, multi-organizational exercises that test many facets of preparedness. They focus on implementing and analyzing the plans, policies, procedures, and cooperative agreements developed in discussion-based exercises and honed in previous, smaller, operations-based exercises. In FSE's, the reality of operations in multiple functional areas presents complex and realistic problems that require critical thinking, rapid problem-solving, and effective responses by trained personnel. During FSE's, events are projected through a scripted exercise scenario with built-in flexibility to allow updates to drive activity. FSE's are conducted in a real-time, stressful environment that closely mirrors real events. The level of support needed to conduct an FSE is greater than that needed during other types of exercises.

Response-focused FSE's include many first responders operating under the principles of the National Incident Management System (NIMS) to effectively and efficiently respond to an incident. First responders and resources are mobilized and deployed to the scene where they conduct their actions as if a real incident had occurred (with minor exceptions).

2.4. Minimum Planning Timelines

A. Discussion-based Exercises

All time frames below are the *minimum* recommended by HSEEP.

	Fully Executed Sub-Grant	Concepts & Objectives Meeting	Initial Planning Conference	Present to State with Budget	State Approval	Mid-Term Planning Conference	MSEL Conference	Final Planning Conference	Conduct Exercise	Draft AAR/IP	After-Action Conference	Submit AAR/IP Final Draft
Months Prior to Exercise Date	5	N/A	3	2.5	2.5	2	N/A	1.5	-	-1	-1.25	-2

B. Operational-based Exercises

All time frames below are the *minimum* recommended by HSEEP.

	Fully Executed Sub-Grant	Concepts & Objectives Meeting	Initial Planning Conference	Present to State with Budget	State Approval	Mid-Term Planning Conference	MSEL Conference	Final Planning Conference	Conduct Exercise	Draft AAR/IP	After-Action Conference	Submit AAR/IP Final Draft
Months Prior to Exercise Date	8	7	6	5.5	5	4	3.5	1	-	-1	-1.25	-2

Exercise Planning Timelines

Exercise planning timelines establish target timeframes for attaining significant, exercise-related milestones, such as planning conferences, training, exercise conduct, after-action reporting, and improvement planning. These timelines should be consistent with the scheduling component of the entity's Multi-Year Training and Exercise Plan.

Timelines will vary based on exercise scope and complexity. For example, exercise planners generally employ longer timelines for tabletop exercises (TTX's) than for workshops and seminars, and even longer timelines for complex or multi-jurisdictional full-scale exercises (FSE's). Timelines also may vary based on the entity's experience in conducting exercises, available resources, and the size of the exercise planning team. Examples of exercise planning timelines containing milestones are available in HSEEP Volume IV. (Excerpt from USDHS HSEEP Volume I)

2.5. Allowable Exercise Expenditures

There are federal requirements that apply to procurement and contracting initiated using federal funds for training exercises. Exercise grant funding can be used for the following types of expenditures (Please refer to Section 1.9-Other Important Information of this exercise guidance for a description of some of these federal requirements training):

- **Funds Used to Design, Develop, Conduct and Evaluate an Exercise –** Includes costs related to planning, meeting space and other meeting costs, facilitation costs, consumable materials and supplies, travel, and documentation. Some examples of allowable expenses include:
 - ☐ Paper
 - ☐ Writing utensils
 - ☐ Copying fees
 - ☐ Printing manuals
 - ☐ Identification badges
 - ☐ Signs
 - ☐ Rental items
 - ☐ Light refreshments
 - ☐ Working lunches, and meals for large exercises (over 4 hours in duration)
- **Self-Sustaining Exercise and Evaluation Program:** Includes costs related to developing and maintaining a self-sustaining District Homeland Security Exercise and Evaluation Program modeled on the national HSEEP, including HSEEP awareness seminars, exercise training courses, and AAR/IP tracking.
- **Travel Expenses:** Travel costs (e.g. airfare, mileage, per diem, and hotel) are allowable expenses by employees who are on travel status for official business related to planning and conduct for the exercise project(s). Vehicle costs related to the planning or conduct of an exercise is reimbursable in the form of either mileage or fuel, not both. If mileage is claimed, the mileage rate shall be based on the prevailing rate paid by the State of Indiana.
- **Consultants/Contractors:** The services of contractors/consultants may also be procured to support the design, development, conduct, and evaluation of exercises. The applicant's formal written procurement policy or the Federal Acquisition Regulations (FAR) whichever is more stringent must be followed. In no case is dual compensation allowable. That is, an employee of a unit of government may not receive compensation from their unit or agency of government AND from an award for a single period of time (e.g., 1:00 pm to 5:00 pm); even though such work may benefit both activities. The sub grantee shall be responsible for any agreements or contracts for the

procurement of contractors/consultants to assist in the development/design and execution of the exercise. The contractor/consultant expenses shall be part of the detailed estimated budget and the final detailed exercise budget.

- **Personnel Expenses:**
- **Overtime:** Actual wages paid by an employer incurred by participating agencies to personnel involved in exercise activities over and above their normal scheduled work hours. Invoices must contain documentation showing the names of the employees involved, their normal pay and overtime rate, the fact that the employee is overtime eligible and a copy of the employer's overtime policy. (See [Exercise Reimbursement](#)) In no case is dual compensation allowable. Fringe benefits on overtime hours are limited to FICA, Workers' Compensation and Unemployment Compensation.
 - ☐ Overtime may include part time or half time employees who work over and above their normal scheduled work hours or work week.
 - ☐ Requests for overtime reimbursement exceeding 12 hours per 24-hour period require written justification and approval from the Executive Director of IDHS prior to the conduct of the exercise.
- **Backfill (Also called overtime as backfill):** Personnel costs of employees who work over and above their normal scheduled work hours, or work week, in order to perform the duties of those temporarily assigned to participate in approved exercise activities outside their core responsibilities.
- This may include part time or half time employees who work over and above their normal scheduled work hours or work week.
- Requests for overtime reimbursement exceeding 12 hours per 24-hour period require written justification and approval from the Executive Director of IDHS prior to the conduct of the exercise.
- Safety is a primary concern of IDHS for all exercises. Exercise Safety Officers are urged to evaluate responder's ability to return to their home district, if the exercise is conducted away from the home jurisdiction. IDHS will reimburse expenses related to responder rehabilitation, including hotel expenses if safety officers determine such action is in the best interest of the responder.
- **Paid-For-Call/Paid-On-Call personnel:** If a department relies upon paid-for-call/paid-on-call or paid-by-call personnel, and opts to include them in the approved homeland security exercise, grant funds may be used to pay for their participation in accordance with their departments established payroll policy, to include both hourly and flat rate costs. In no case is dual compensation allowable (see above). Fringe benefits on overtime hours are limited to FICA, Workers' Compensation and Unemployment Compensation.

- **Volunteers:** Certain volunteers may receive a stipend when participating in an exercise funded by the National Preparedness Directorate (NPD) Homeland Security Grant Program (HSGP).
 - ☐ For the purpose of this stipend, a volunteer is defined as an individual who is a member of an emergency response organization and are completely unpaid and no legal agreement exists to support pay for training and exercise activities. This includes volunteer firefighters as defined under IC 36-8-12-2. The volunteer may not receive payment from any other source while participating in the exercise activities; this includes vacation or sick time for their employer. . This does not include volunteers from specific exempt organizations such as the American Red Cross or Community Emergency Response Teams (CERT).
 - ☐ Stipend –The stipend for volunteers is \$15.00 per hour for each hour the volunteer is deployed to the exercise that includes the time actually at the training venue. This stipend includes any time spent in planning for the exercise including attendance at planning conferences and meetings in accordance to HSEEP guidelines.
 - ☐ If a district determines that they want to provide this stipend to eligible volunteers, the stipends shall be included in the organization’s budget and will be distributed by the district fiscal/legal agent to the organization.
 - ☐ In no case will a volunteer receive dual funding from his/her full/part-time paid job and from National Preparedness Directorate (NPD) Homeland Security Grant Program (HSGP) funding for participation in the same approved Homeland Security training and/or exercise activity. An employee is eligible for the stipend if the exercise is outside his or her normal work hours. An employee is not eligible for the stipend if the exercise occurs during his or her vacation or sick leave. It is the responsibility of the approving authority to record all volunteer hours for which stipends are requested and to provide a written report to IDHS as part of final budget documentation.
- **Management and Administrative Costs (M&A):** A small percentage of an award 3%, if allowed by U.S. DHS, may be used to reimburse Fiscal Agents for M&A costs incurred in processing the grant. M&A costs are direct costs that are incurred to administer a particular program/award or Grant. M&A costs are identifiable and unique to each program/award and are charged based on the activity performed for that particular project. M&A costs may include:
 - ☐ Salaries of full-time or part-time staff or contractors/consultants to assist with the management of the program

- ☐ Hiring of full-time or part-time staff or contractors/consultants to assist with the implementation and administration of the program
- ☐ Travel expenses
- ☐ Meeting-related expenses
- ☐ Consumable items such as paper, ink, toner etc.
- ☐ It is the responsibility of the fiscal/legal agent to ensure that all anticipated exercise expenditures are allowable. If there are any questions concerning allowable items, IDHS should be consulted prior to incurring the expense. Any costs incurred and later determined to be unallowable will not be reimbursed.
- ☐ M&A must be included in the project budget prior to the event. It cannot be an afterthought during the reimbursement process.

2.6. Unauthorized Exercise Costs

USDHS Grant funds for exercise and training are “reimbursement” grants and do not allow payment for any expense until all conditions set forth in this Grant Guidance are met. In addition, there are some expenses that are not allowed and include:

- Costs incurred prior to the effective date of the sub-grant agreement (the date the sub-grant agreement has been fully executed) are not allowable.
- Reimbursement for maintenance and/or wear and tear costs of general use vehicles (e.g., construction vehicles) and emergency response apparatus (e.g., fire trucks and ambulances).
- Equipment that is purchased for permanent installation and/or use, beyond the scope for exercise conduct (e.g., radios, vehicles, furniture, computers, etc).
- Replacement cost for lost, stolen or broken equipment. IDHS recommends using insured equipment.
- Fringe benefits.
- Supplanting (replacing a currently budgeted full-time position with one or more full time employees)

2.7. Exercise Reimbursement

The following guidance applies to jurisdictions or agencies that request direct funding support from the Indiana Department of Homeland Security for the purpose of planning and conducting exercise training. Funding for approved exercises shall be disbursed after all of the following conditions have been met:

- A fully executed sub-grant agreement is in place between the Indiana Department of Homeland Security and the jurisdiction responsible for coordinating the exercise.
- All required exercise documentation is submitted to the State Exercise Training Officer. All documents and materials shall be submitted within 45 days after the execution of the exercise. (Electronic format is desired for reporting of all exercise documentation (MS Word, PDF, Excel, Scanned Documents). Failure to submit exercise documentation within 45 days may result in funds being withheld until received.
- Documentation for Full Scale, Functional, Tabletop, and Drill exercises include:
 - ☐ Minutes and sign-in forms from HSEEP planning conferences
 - ☐ After Action Reports (AAR)
 - ☐ Improvement Plan (IP)
 - ☐ Exercise participant rosters
 - ☐ Personnel cost documentation
 - ☐ Any and all other documentation related to or part of the complete exercise process as may be required by IDHS.
- Documentation for Seminars, Workshops, Games and Simulations include:
 - ☐ Minutes and sign-in forms from planning meetings
 - ☐ Multimedia presentations including PowerPoint files, video files, sound files, etc.
 - ☐ Policies, Plans or Procedures developed during workshops
 - ☐ Evaluation documents used in seminars, games or simulations
 - ☐ A written overview of any training activity funded with grants funds that produced a measurable outcome describing who conducted the activity, the learning achieved, and how the training contributes to the local and State preparedness.
- The final detailed budget shall be accompanied by the invoices or readable receipts for all allowable expenses including vehicle costs, (fuel or mileage, not both), planning and conduct consumable costs, personnel costs, consultant/contractor costs, and all other allowable and approved expenses related to the total project, and presented in a format acceptable to IDHS.
- Reimbursement for fuel or mileage: All mileage or fuel reimbursement shall be documented by the planning team and included in the draft detailed estimated budget and the final detailed budget. Either mileage or fuel may be reimbursed for an exercise--not both.

- ☐ Fuel: Copies of all fuel receipts showing fuel consumed during the planning and execution of the exercise are received by IDHS.
- ☐ Mileage: Copies of all mileage logs indicating miles traveled during the planning and execution of the exercise are received by IDHS. The reimbursement rate for mileage shall be based on the prevailing rate paid by the State of Indiana.
- Mileage logs shall include the:
 - ☐ Date of Travel
 - ☐ Starting Location Address
 - ☐ Destination Address
 - ☐ Total Miles Driven - Map Quest or other web based mapping tools can serve as representation for mileage
 - ☐ Signature of the individual requesting the mileage reimbursement.
- An overtime reimbursement document must be completed by each agency requesting overtime/backfill/volunteer reimbursement for participation in exercise activities on a form approved by IDHS. All overtime/backfill/volunteer reimbursement submissions shall be completed, signed, and submitted by the Chief Executive Officer of the submitting agency and must include:
 - ☐ The exercise participant's name.
 - ☐ Number of hours spent participating in the exercise.
 - ☐ Hourly rate of participant.
 - ☐ Overtime rate of the participant
 - ☐ Total amount of stipend for volunteers (must include the name, number of hours and rate for each volunteer).
 - ☐ Copies of exercise attendance sheets must be included in this documentation verifying the person's participation.
 - ☐ An agency overtime policy must accompany the reimbursement request.
 - ☐ Any other documentation requested by IDHS
 - ☐ IDHS recommends that policies be kept by the on file by the fiscal agent for future activities.
- The Exercise design, conduct, and after-action activities complied with HSEEP methodology and all required information as defined by the National Exercise Schedule has been entered into the NEXS. The Exercise Lead should appoint a member of the planning team to enter NEXS data.

- The Indiana Department of Homeland Security shall transfer funds to reimburse the requesting agency or jurisdiction for the approved amount after all documentation has been reviewed and approved by the Indiana Department of Homeland Security. It shall be the responsibility of the requesting agency or jurisdiction fiscal/legal agent to ensure that all parties eligible for reimbursement receive payment.
- The reimbursement provided shall not exceed the amount of the signed sub-grant agreement.
- Partial reimbursement may be available for full-scale exercises for consumable expenses prior to submission of After-Action Reports and other deliverables with approval from the Preparedness & Training Exercise Section Chief or higher authority. An example of this would be a pending invoice to a vendor that is considered a large ticket item, i.e. a bulk fuel invoice for a large dollar amount. Ultimately, these reimbursement approvals will be considered on a case by case basis through collaboration with the Lead Exercise Planner or fiscal agent.

2.8. Reimbursement for Exercise Series

IDHS supports the HSEEP building block approach to exercise design and development. During the first year of the exercise cycle, the development of a series of discussion based exercises may best support the goals and objectives of a district or agency.

Each exercise in an exercise series may be reimbursed individually. To obtain this reimbursement, the full series of exercises must have prior approval as specified in Section [2.7](#).

All required documentation as listed in Section 1.7 above must be submitted to the State Exercise Training Officer within 45 days of completion of the exercise.

After January 1, 2010, all agencies and/or jurisdictions requesting reimbursement from IDHS will be required to submit a final detailed exercise budget. This final detailed budget should list all expenditures in support of the exercise that is within the allowance standards. This final detailed budget must be submitted as an attachment to the NEXS. The iGMS system may provide the fiscal agent with this once all invoices have been submitted.

2.9. Mobile Support Units

Indiana's emergency management laws can be traced back to civil defense laws which were primarily concerned with carrying out emergency functions following an enemy attack or secondarily in response to "fire, flood, earthquake or other natural causes." For example, the Civil Defense Act of 1949 created "Mobile Reserve Battalions" which

the Governor could dispatch to supplement local civil defense organizations in a stricken area. The Civil Defense Act of 1949 authorized the Governor to declare a state of emergency in the event of an enemy attack on the continental United States. The 1951 Civil Defense Act replaced Mobile Reserve Battalions with Mobile Support Units. Over the years, the focus of Indiana's Emergency Management laws has been redirected from responding to enemy attack to responding to disasters and other domestic emergencies. In 1991, the words "Civil Defense" were replaced with the words "Emergency Management."

- The functions of a Mobile Support Unit are not very different today than they were in 1949. A mobile support unit (MSU) is a temporary response organization that now may be established either by the Governor or the IDHS Executive Director under IC 10-14-3-19 to respond to a disaster, public health emergency, public safety emergency or other event that requires emergency action.
- MSUs may be organized at the county or district level, but only upon a written activation order. Each Mobile Support Unit has a commander appointed by the Executive Director of IDHS. The Mobile Support Unit Commander has the primary responsibility for the organization, administration, and operation of the unit.
- Although the statute allows a MSU to be activated for up to 60 days, IDHS generally plans to limit the period of any individual's term of duty to fourteen (14) calendar days. When the mission requires a longer state presence, IDHS plans to rotate one MSU out and rotate another in to replace it.
- If the MSU member is employed by the state or a political subdivision of the state, IC 10-14-3-19 (c) provides the individual has the same powers, duties, rights, privileges and immunities and shall receive the compensation and benefits incidental to the individual's employment, whether serving within or outside the political subdivision. If the MSU member is not employed by the state or a political subdivision of the state, IC 10-14-3-19 (c) (2) provides that the individual is still "entitled to the same rights and immunities that are provided for an employee of the state."
- MSU members employed by private employers or who are either unemployed or self employed are treated as state employees only for purposes of some workers' compensation benefits and protection from personal liability. These individuals are not eligible for the health insurance, dental insurance, life insurance, death benefits or other employer provided fringe benefits that are available to state employees.
- Both employees of private organizations and governmental employees should serve as MSU members in a "present for duty status" with their employers, earning pay, overtime, and are paid directly by their employers. In that status, they also remain eligible for all employer provided protections and benefits. These employees should not be on a leave status with the employer, but

- should be in a regular working status. Otherwise, the employer is not entitled to reimbursement from IDHS for his or her wages. Being in a leave status will also impair the employee's rights to employer provided workers compensation or death benefits, in the event of the individual's injury or death.
- In order to be reimbursed for the allowable expenses of their employee(s), employers must provide a copy of several documents including:
 - ☐ The Employer's Payroll and Overtime Policy.
 - ☐ The Employer's payroll register/payroll stubs.
 - ☐ The actual receipts for any lodging, travel, or maintenance costs that they paid for their employees.
 - ☐ A Vendor's Information Form. This form is required by the Indiana Auditor of State in order for the state to reimburse the employer.
 - ☐ A Travel Voucher from each MSU member. An unemployed MSU member or a self-employed member may submit the form directly to IDHS for reimbursement. An employed MSU member will submit this form to his or her employer upon the end of the MSU deployment. The employer will reimburse the employee for his or her travel costs. The employer will then provide both this form and proof of payment to the employee to IDHS as documentation in support of the employer's claim for reimbursement by IDHS.
 - Under IC 10-14-3-19 (a), members serving on the mobile support units are immune from discipline or termination by the members' employers for serving in the units. This means that a disciplinary action that was based on the employee's absence for MSU duty is unlawful.
 - IC 10-14-3-19 contemplates the state reimbursing "all payments for death, disability, or injury of an employee incurred in the course of duty while the employee was serving as a member of a mobile support unit." Other than volunteer firefighters, MSU members who are employed need to remain in an employment status with their employers in order to assert a claim for workers' compensation for any accident or injury taking place during a deployment as a MSU member. MSU members need to be in a working status, rather than in a leave or vacation status, with the consent of their employers in order for the injury to arise "out of and in the course of employment."
 - IC 10-14-3-15 creates a broad grant of immunity for the state and its political subdivisions when "complying with or reasonably attempting to comply with IC10-14-3, Indiana's "Emergency Management and Disaster Law." IC 10-14-3-15 also grants limited immunity to any emergency management worker "complying with or reasonably attempting to comply with IC 10-14-3 or any order or rule adopted under this chapter or under any ordinance related to blackout or other precautionary measures enacted by any political subdivision of the state." Such an emergency management worker is not liable for the

death of or injury to persons or for damage to property as a result of any such activity, except in cases of willful misconduct, gross negligence or bad faith. An individual MSU member is considered an “emergency management worker” for the purposes of the grant of limited immunity provided to such persons in IC 10-14-3-15. Under the legal doctrine of *respondeat superior*, the employer of an emergency management worker’s liability is derived from the liability of the employee. If the employee is not liable due to the application of the legislative grant of limited immunity, the employer is not liable either.

- “IC 10-14-3-19 (a) provides that a Mobile Support Unit may be called to duty by the state for training, an exercise or an actual response to an emergency condition or event. Creating a Mobile Support Unit for a training or exercise requires advance planning and coordination between the IDHS Exercise and Training Branch and the governing body that plans to participate in the training event.” Prior coordination with the employer of each prospective MSU member is a must. The employer will need to consent to the employee’s participation, in an “on-duty” status and agree to follow the IDHS reimbursement protocols.”

- Questions about Mobile Support Units should be directed to:

George Thompson
General Counsel
Indiana Dept. of Homeland Security
(317) 232-3497
gthompson@dhs.in.gov

2.10. Sub-Grant Agreement Signature Process

Expenses incurred prior to the date of the sub-grant agreement has been fully signed may not be reimbursed.

Task	Time
Sub-grant Agreement sent to Sub-grantee for Signature and sent back to IDHS Grants Management	Time dependent on Sub-grantee
GMB delivers Agreement to IDHS Legal	Approximately 5 days
Legal creates Executive Document Summary, conducts tax clearance checks*, conducts legal reviews, and obtains fiscal approval	Approximately 5 days
Legal secures IDHS signature and submits Agreement to the Indiana Department of Administration (IDOA) for review and approval	Approximately 3 days
IDOA approves Agreement and submits to the State Budget Agency (SBA) for review and approval	Approximately 5 days
SBA approves the Agreement and submits to the Office of the Attorney General (AG) for review and approval	Approximately 7 days

AG approves the Agreement and submits to IDOA for scanning into electronic format	Up to 45 days
IDOA scans and delivers to IDHS Legal	Approximately 3 days
Legal makes copy of Agreement for GMB	Approximately 3 days
GMB distributes to Sub-grantee	Approximately 3 days
<ul style="list-style-type: none"> Tax Clearance: IDHS must verify that the Sub-grantee does not owe the State of Indiana any monies based on the records of the Department of Workforce Development (DWD) and the Indiana Department of Revenue (DOR). Failure to obtain clearance by either DWD or DOR will result in GMB being notified of the problem (GMB will notify the Sub-grantee) and the Agreement will be held until the Sub-grantee has resolved the issue with either DWD or DOR. 	

2.11. Indiana Grants Management System (iGMS) Budget Amendment Instructions

Initial exercise budgets are submitted by IDHS staff and used as the basis for the sub-grant agreement. Sub-grantees are encouraged to update the provided exercise budget to reflect true project costs as they are identified. To amend the exercise budget in the iGMS, please create and submit a budget "Grant Adjustment Notice," or GAN, by following the steps below::

- Log into the Indiana Grants Management System at <https://oas.in.gov/hs> and use the login/password combination given by IDHS
- Upon successful login, click the "Complete Budget List" link in the General Budget Information Section.
- From the list of allocations, click on the link in the "budget amount" column that corresponds with the budget you wish to amend.
- Click on "create budget GAN" button at the top of the budget page.
- Edit existing line items by clicking on the "edit" button, or enter new budget line items by clicking on the "create new item button. Within this mode, add, edit, or delete items to recreate the budget to reflect the true project expenditures. Once complete, click on the "submit" button at the top.

Do not proceed with any procurement until the budget is approved or the item may be denied.

iGMS Manual: http://www.in.gov/dhs/files/iGMS_Manual_subgrantees.pdf

3. Indiana Fire Training Program (State Fire Training Funds)

The Indiana Department of Homeland Security (IDHS), through the Division of Preparedness and Training, has been tasked to provide the fire service of Indiana with the most effective, efficient and economical approach to fire training throughout the state. IDHS believes that a fire training funding guidance manual should be a common sense approach to ensure that state and federally funded fire training accomplishes identified goals. The fire training funding guidance manual serves as a means to accomplish these goals while incorporating any guidance provided by the state or federal government.

IDHS receives federal grants and state funding for training purposes. It is the function of IDHS to ensure that these funds are used specifically for the delivery of approved training throughout the state. In addition, it is the responsibility of the IDHS to ensure that all recipients of state and/or federal funding comply with all applicable federal and state requirements.

3.1. General Requirements

- All fire training courses designed and conducted with the financial support of the IDHS, using state or federal funds, are subject to the approval of the IDHS Director of Training (Training Director).
- All fire related training requests funded by IDHS shall be coordinated and approved through District Fire Training Councils (DFTC). To be eligible for fire training funding, a DFTC shall complete a Request for Fire Training Funding as prescribed by the IDHS.
- The use of fire training funding shall be in compliance with all applicable requirements and guidance of the United States Department of Homeland Security and IDHS.
- Funding support from the IDHS shall be denied if the fire training development process is not in compliance with the goals and objectives of the Indiana Firefighter Training System (IFTS).
- All training funded under the IFTS shall be conducted in compliance with applicable Indiana statutes, Board of Fire Fighting Personnel Standards and Education (BFFPSE) rules and IDHS policies.
- All courses funded under IFTS shall offer an opportunity for the students to evaluate the course and instructor(s) through the use of the standard student evaluation form provided by the IDHS Division of Training (see Attachment B). Evaluations shall be submitted to the DFTC for review. The DFTC shall submit a summary of the evaluations to the Division of Training at least quarterly.

- Any fire training equipment (books, props, computers, software, projectors, and etc.) that is not being used shall be made available for loan to any qualified Indiana fire department upon request.
- The primary focus of funding for the Indiana Firefighter Training System (IFTS) is to provide a consistent and solid training foundation for entry level firefighters throughout the State of Indiana. Future efforts may focus on intermediate and advanced level skill development, at the direction of the IDHS Division of Training (Training Division). DFTCs submitting requests for funding should keep this focus in mind as the training plan and budget needs are developed.
- Priority IFTS training courses include:
 - ☐ Indiana Mandatory Fire Training
 - ☐ Indiana Basic Fire Training
 - ☐ Firefighter I-II
 - ☐ AWR-160 WMD Awareness Course
 - ☐ Technical Rescue Awareness Course
 - ☐ Driver-Operator courses
 - ☐ FF Instructor 1
 - ☐ FF Instructor II-III
 - ☐ Fire Officer Strategy and Tactics
 - ☐ Fire Officer I
 - ☐ Fire Officer II-III
 - ☐ Training conducted in support of the Indiana Fire Safe Initiative
 - ☐ Training aids, student materials, or props needed to support the above listed training.
 - ☐ Live Fire Training using the State Live Fire trainer.
 - ☐ Hazardous Material Awareness and Operations level courses
- All funded courses that have available certifications authorized by the BFFPSE:
 - ☐ Shall have the instructor or coordinator submit the prescribed course application and receive an IDHS course number from the IDHS Certification Section web page in accordance with established IDHS procedures. Applications for course registration should be submitted at least 30 days prior to the start of the class.

- ☐ Required written and practical skills tests shall be administered and state certification applications shall be submitted in accordance with BFFPSE rules and IDHS policies.
- ☐ Applications for International Fire Service Accreditation Council (IFSAC) certification (if applicable) is optional and is at the expense of the student.
- ☐ Approved items for firefighter training under the grant funding guidelines
- ☐ Instructors, Proctors, and Lead Evaluators for approved courses will be paid an hourly rate as per the budget and set classes. The number of Instructors, Proctors, and Lead
- ☐ Evaluators are set in the District's plan and budget.
- ☐ Cost of a class is based on 15 student level. If the number of students goes below 15 the DTC must report to the State Training Director and adjust the amount allotted of the class.
- ☐ IFTS will only pay for fuel use of an apparatus used in a training session during the operational period that the apparatus is needed, and not for idle time.
- ☐ All training related equipment request must have prior written approval by IDHS Director of Training. Items that are requested must appear on the "Purchasing List of Approved Item" "Attachment B".
- ☐ Additional books and other printing materials used during training classes may be funded with prior written approval from the State Training Director.
- ☐ Rehab supplies and equipment maybe funded through this grant with prior written approval from the State Training Director. IFTS funds may be used to supply rehydration drinks (such as Gatorade, Power Ade, etc. in powder form) for training participants (students and instructors) during hands-on and practical skills training sessions. Bottle water and drinks shall not be funded with IFTS funds.
- The use of fire training funding is restricted as follows:
 - ☐ Training courses must be open to students from any eligible fire department within the Indiana Homeland Security District (HSD) to be funded. Indiana students from outside the hosting HSD are permitted to attend training in another district so long as they are not preventing students from the host HSD from attending.
 - ☐ Members of a fire department whose department has not submitted the data requested by the DFTC for completion or revision of the District Needs Assessment shall not be eligible to participate in any fire training supported by this funding until such data is provided.

- ☐ Members of fire departments whose departments are not part of the National Fire
- ☐ Incident Reporting System (NFIRS) or who have not submitted the required NFIRS reports within the past 90 days shall not be eligible to participate in any fire training supported by this funding.
- ☐ Members of fire departments whose departments are not National Incident Command System (NIMS) compliant shall not be eligible to participate in any fire training supported by this funding. NIMS compliance shall be determined through the use of the NIMSCAST system. Departments may obtain their own NIMSCAST account through their county Emergency Management Director.
- ☐ IFTS funding shall not be used to train firefighters who are not members or recruits of an Indiana fire department.
- ☐ Use of IFTS funds for training other Indiana based non-fire public safety personnel may be authorized with the approval of the DFTC and written permission of the IDHS Director of Training.
- ☐ The use of state fire training funds shall be applied first to those entities that support Buy Indiana efforts. The use of fire training funds for agencies, businesses and personnel from outside the State of Indiana shall be approved by the IDHS Director of Training or designee, in writing, prior to such use of fire training funds. Geographic preferences are not applicable to the use of federal funds.
- ☐ IFTS funding may not be used for construction of new training buildings or other infrastructure without the written permission of the IDHS Director of Training. Usage fees and fees for the replacement of expendable items are allowable and should be addressed in the district training budget.
- ☐ IFTS funds shall not be used to fund burning materials used in Class A live fire training this would include wood, paper, and straw. Local partnership would be asked to supply the materials.
- ☐ IFTS funds shall not be used for classroom rental cost without prior approval from the Training Director.
- ☐ IFTS funds will not fund utility fees (electric, phone, trash pickup or dumpsters, water, and sewage) associated with training centers. Fund will not be used custodial services at training centers.
- ☐ All courses and course material funded through the IFTS shall bear the IFTS logo and indicate that the course has been made possible through funding provided by the Indiana Department of Homeland Security, Division of Training.

- ☐ All publications created in whole or part with U.S. Department of Homeland Security funds shall prominently contain the following statement:
- ☐ “This Document was prepared under a grant from the Office of Grants and Training, U.S. Department of Homeland Security. Points of view or opinions expressed in this document are those of the authors and do not necessarily represent the official position or policies of the U.S. Department of Homeland Security.”

3.2. District Fire Training Council Responsibilities

- The DFTC shall complete the training and infrastructure needs assessment for each county in their District, in a format prescribed by IDHS Preparedness and Training Division.
- The DFTC shall develop policies and procedures, and approved by IDHS for their district which, as a minimum, outlines the following:
 - ☐ Formal membership of the DFTC (fair representation from each county in the district shall be maintained)
 - ☐ Selection process for DFTC members
 - ☐ Terms of DFTC members
 - ☐ Process for selection of chairperson(s), other officers, or sub-committee chairpersons
 - ☐ Organizational structure and lines of responsibility
 - ☐ Brief description of duties of any officer or sub-committee
 - ☐ Minimum instructor qualification standards
 - ☐ List of approved instructors
- The DFTC shall use the information compiled from their training and infrastructure needs assessment to develop a District Fire Training Plan (Plan). This Plan shall outline the estimated number of firefighters to be trained during each state fiscal year in the IFTS Training Priority as listed in Paragraph 4 above. Training priorities shall be established to allow for funding awarded versus funding requested.
- The District Fire Training Plan shall include:
 - ☐ Executive summary explanation of the DFTC Training Needs Assessment information (Note: Detailed data from the Training Needs Assessment shall be included as an attachment);
 - ☐ Justification for the projected training based on the DFTC Needs Assessment, identified weaknesses, inability to perform critical tasks, and other local factors.

- ☐ List of participating fire departments and name and contact information of their chief and training officer;
 - ☐ List of DFTC members, their respective departments, and the county/jurisdiction represented;
 - ☐ List of training courses to be delivered and number of offerings for each course;
 - ☐ Projected course delivery locations
 - ☐ Projected number of students to be trained in each course;
 - ☐ Detailed budget worksheet denoting the projected expenses by course for the delivery of the proposed training or project, including instructor fees, facility usage fees, student materials, props or training aids, other supporting information, etc.
 - ☐ An explanation of the proposed expenses shall accompany the detailed budget worksheet in order to ensure that the expenses are in compliance with the IDHS fire training funding requirements and guidance and the United States Department of Homeland Security requirements and guidance (if applicable).
- The DFTC shall designate a fiscal agent (Fiscal Agent) with the necessary financial resources to support the initial payment of approved training funds. The Fiscal Agent shall be a component of an Indiana political subdivision. The agreement between the DFTC and the Fiscal Agent shall be renewed at a minimum of every two years.
 - The DFTC shall designate a District Training Center as the training hub and coordination point for the district. It is the intention of the IFTS that the DFTC should partner with and leverage existing training facilities within the district.
 - The DFTC may determine the amount of administrative fees paid to the Fiscal Agent to cover costs incurred to administer this program, subject to the approval of IDHS. Generally, these fees should not exceed two and one half percent (2 ½%) of the approved fire training budget unless the services provided by the Fiscal Agent can be justified, in writing, by the DFTC and approved by the Training Director. While the amount of state funding may be authorized to exceed two and one half percent (2 ½%), in no case shall the amount of federal funding granted designated for administrative costs exceed two and one half percent (2 ½%). Requests for administrative fees require a detailed explanation and budget for the use of these fees. A written statement from the Fiscal Agent is required assuring that the administrative fees do not supplant any other funding sources of the Fiscal Agent.
 - If U.S. Department of Homeland Security grant funds are being used as the source of funding for the training, up to 2.5% of the amount of grant funds awarded can be used to reimburse for management and administrative costs incurred by the recipient of the funds. Management and Administrative (M&A)

costs are direct costs that are incurred to administer a particular program/award. M&A costs are identifiable and unique to each program/award and are charged based on the activity performed for that particular project. M&A costs may include: (1) Salaries of full-time or part-time staff or contractors/consultants to assist with the management of the program; (2) hiring of fulltime or part-time staff or contractors/consultants to assist with the implementation and administration of the program; (3) Travel expenses; or (4) Meeting-related expenses.

- Annually, the DFTC shall submit a district fire training plan to the Training Division (refer to paragraph 13). This Plan shall detail training to be conducted during the upcoming state fiscal year and outline projected training needs for the following two state fiscal years. This Plan shall be submitted together with the Request for Fire Training Funding each year (February/March). This plan shall be based on the state fiscal year (July-June). *Project expenditures must be completed prior to May 25th each year and be submitted to IDHS for reimbursement with supporting*

3.3. Insurance Responsibilities

Each District Training Council has the availability in their budgets to provide liability insurance and workman's comp for instructors that are providing training that is funded under the State Firefighter Training System. All props and equipment used the firefighting training in the districts will be insured through the local departments that have been issued.

3.4. Use of District Training Website Registration

The District Training Councils will use the Indiana Fire Training Web-site to register all students for courses held in their districts and are funded through the State Firefighter Training Funds. The web site address is <http://www.indianafiretraining.com> The District Training Council is responsible for keeping the web site updated for their district.

3.5. Fiscal Agent Responsibilities

- The Fiscal Agent shall enter into a Grant Agreement and a Sub-Grant Agreement with the IDHS. The Grant Agreement will address the state provided funds and the Sub-Grant Agreement will address the federally provided funds.
- Funding for fire training generally will be provided on a reimbursable basis to the fiscal agents that, in cooperation with the DFTC, have submitted completed applications and detailed budgets that have been accepted by the IDHS. Reimbursement requests shall be accompanied by supporting documentation as required by IDHS.
- The Fiscal Agent may contract for or otherwise purchase services or supplies subject to the prior written approval of the DFTC. Purchases outside of the

scope of the approved DFTC budget shall have written approval from the Training Director.

- Requests for Fire Training Funding shall be submitted to the Training Division by the DFTC for review and approval. The request shall be reviewed and agreed upon by the fiscal agent prior to submission.
- All Fire Training Funding Requests shall be in electronic format readable with Microsoft
- Word, Excel, and/or Adobe Portable Document Format (PDF).
- Funding for approved fire training shall be disbursed in accordance with IDHS and U.S. DHS regulations and policies. All allowable reimbursement for travel shall not exceed the rates approved by the State of Indiana.
- Upon completion of the approved fire training, the Fiscal Agent for the DFTC shall submit a request for reimbursement/expenditure report and copies of associated invoices for the fire training related expenses incurred (in some cases, copies of Purchase Orders issued by the Fiscal Agent may be submitted in lieu of invoices, subject to the approval of the Training Director, or designee).
- Each request for training course delivery reimbursement shall contain a roster of those who participated in the funded fire trainings. The roster shall include the IDHS assigned course number, dates conducted, lead instructor name, lead evaluator name, student names and departments.
- Requests for reimbursement shall be mailed to:
*Firefighter Training Section
Indiana Department of Homeland Security
302 West Washington Street, Room E-239
Indianapolis, IN 46204*
- Upon approval by the Training Director or designee, IDHS will release funds to the requesting Fiscal Agent for the approved amount of reimbursement. It shall be the responsibility of the Fiscal Agent to ensure that all persons eligible for payment under each approved submission receive the proper payment
- The Fiscal Agent shall maintain all books, documents, papers, accounting records and other evidence pertaining to this project in a central location and adhere to all other requirements set forth in the Sub-Grant Agreement with IDHS and applicable federal grant record-keeping guidelines. See Attachment C for more information on federal grant requirements.
- The Fiscal Agent shall provide to the DFTC and/or Training Director a financial activity/expenditure report (current to the most recent county payment cycle), upon request.

- Questions and additional guidance regarding the Indiana Firefighting Training System may be obtained by contacting:

John Buckman
Branch Chief
Indiana Dept. of Homeland
Security
(317) 233-0498
jbuckman@dhs.in.gov

David Probo
Section Chief
Indiana Dept. of Homeland
Security
(317) 234-6589
dprobo@dhs.in.gov

3.6. Allowable Items Purchasing List

A. Printed Materials:

- Firefighter I/II (IM&SM): Order only IFSTA 5th Edition Essentials
- Fire Officer I (IM&SM): Order only IFSTA Fire and Emergency Services Company Officer 4th Edition
- Fire Instructor I/II/III (IM&SM): Order only IFSTA Instructor 7th Edition
- Fire Officer Strategy & Tactics (FOST): Order only Brady 2nd Edition Strategic and Tactical Considerations on the Fireground
- Hazmat Awareness and Operations: Order only IFSTA Hazardous Materials for First Responder

B. Props & Equipment:

- Prop Trailers, vehicles for towing will not be allowed.
- Entanglement Drill Simulator
- Forcible Entry *
- Vertical Ventilation/Washington Prop
- Wall Breach Simulator
- Burn Pans *
- Fire Extinguishers
- Computers, must get pre-approval from IFTS
- Projectors, must get pre-approval from IFTS
- Sprinkler Trainer *
- Rescue Ladder
- Saws
- Incident Command Board & Command Vests
- Vent Fans-Electric or Gas Operated
- Mist Fans

C. Hazardous Materials:

- Decontamination Tent, must get pre-approval from IFTS
- Decontamination Equipment, must get pre-approval from IFTS
- Gas Meter, must get pre-approval from IFTS

D. Live Burn Facilities:

- Hoses
- Nozzles
- Helmet Covers,
- SCBA's will not be approved

E. Survival Trailer & Misc

- Insurance
- Accident and Health Insurance
- Workers Compensation
- Errors and Omissions
- No Insurance on vehicles or equipment is allowed.
- Office Supplies & Equipment
- Fire Engine Usage: Paid out only for time actually used, not sitting idle
- Totes for storage
- Coordinator Payroll
- Mileage
- Instructor Fees: For Approved Classes Only
- Fiscal Payroll
- Misc Training Supplies as well as propane and propane accessories
- General maintenance on props purchased from DFTC funds
- Painting props by local organizations and cost associated with this
- Printing & printing materials
- Denotes DFTC's need to contact IFTS first, there be items or supplies already around the state not being utilized.

If there is any question if an item or product is allowable please contact the Fire Training Section prior to purchasing or ordering.

F. Unallowable Expenses

- No State of Indiana Assets will be taken out of state or deployed without first getting pre-approval from IFTS.
- IFTS will not pay for EMS standby.
- IFTS will not pay for additional testing/proctoring of skills or written testing.
- Written testing has a maximum of 3 HRS for an exam.
- We do not compensate instructors or any district training staff for test review.

4. Citizen Corps Program (CCP)

Citizen Corps provides volunteer opportunities for every citizen to become involved in making their communities safer and better prepared to handle disasters of any kind.

The Community Emergency Response Team (CERT) prepares citizen volunteers to respond immediately in the aftermath of a disaster to help their families and neighbors until first responders arrive (up to 3 days later). The Medical Reserve Corps (MRC) provides volunteer medical professionals and non-medical support personnel to support hospital surge and field operations in a disaster or public health emergency. The other 3 CCP components (Fire Corps, USA on Watch, and Volunteers in Police Service) do not have emergency response roles.

4.1. Purpose of the CCP Grant

The Citizen Corps Program (CCP) grant provides funds for States and local communities to:

- Bring together the appropriate leadership to form and sustain Citizen Corps Councils
- Develop, implement, and amend plans as needed to achieve and expand citizen preparedness and participation
- Conduct public education and outreach
- Ensure clear alerts/warnings and emergency communications with the public
- Develop training programs for the public, for both all-hazards preparedness and volunteer responsibilities
- Facilitate citizen participation in exercises
- Implement volunteer programs and activities to support emergency responders
- Involve citizens in surge capacity roles and responsibilities during an incident in alignment with the Emergency Support Functions and Annexes
- Conduct evaluations of programs and activities
- CCP grant funds must be used to further one or more of these goals.

4.2. Allowable Costs

Allowable costs under the CCP grant include the following:

A. Planning:

- Public education & outreach
- Develop and implement homeland security support programs and adopt ongoing DHS National Initiatives, including State Preparedness Reports

- Develop and enhance plans and protocols
- Develop or conduct assessments
- Establish, enhance, or evaluate Citizen Corps related volunteer programs
- Hiring of full- or part-time staff or contract/consultants to assist with planning activities (not for the purpose of hiring public safety personnel fulfilling traditional public safety duties)
- Conferences to facilitate planning activities
- Materials required to conduct planning activities
- Travel/per diem related to planning activities
- Overtime and backfill costs (IAW operational Cost Guidance)

B. Organizational:

- Hiring of full- or part-time staff or contractors for emergency management activities (not for the purpose of hiring public safety personnel fulfilling traditional public safety duties)

C. Equipment:

- Personal Protective Equipment
- CBRNE Operational Search and Rescue Equipment
- Information Technology (note: desktop and laptop computers are NOT allowed; please consult the current AEL for equipment approved for CCP)
- Cyber Security Enhancement Equipment
- Interoperable Communications Equipment
- Medical
- Power
- CBRNE Incident Response Vehicles
- CBRNE Logistical Support Equipment
- Other Authorized Equipment
- Allowable Training Costs:
- Overtime and backfill for emergency preparedness and response personnel attending FEMA-sponsored and approved training classes
- Overtime and backfill expenses for part-time and volunteer emergency response personnel participating in FEMA training
- Training workshops and conferences
- Full- or part-time staff or contractors/consultants
- Travel
- Supplies
- Tuition for higher education

D. Exercise:

- Design, Develop, Conduct and Evaluate an Exercise
- Exercise planning workshop
- Full- or part-time staff or contractors/consultants
- Overtime and backfill costs, including expenses for part-time and volunteer emergency response personnel participating in FEMA exercises
- Implementation of HSEEP
- Travel
- Supplies

E. Allowable Management & Administrative Costs:

- Hiring of full- or part-time staff or contractors/consultants to assist with the management of the respective grant program, application requirements, compliance with reporting and data collection requirements
- Development of operating plans for information collection and processing necessary to respond to FEMA data calls
- Overtime and backfill costs
- Travel
- Meeting related expenses
- Authorized office equipment
- Recurring expenses such as those associated with cell phones and faxes during the period of performance of the grant program
- Leasing or renting of space for newly hired personnel during the period of performance of the grant program

The CCP grant is part of the US DHS Homeland Security Grant Program (HSGP). Proposals for expenditures of CCP funds must comply with all provisions of the US DHS CCP grant guidance. Proposals for equipment purchases using CCP funds are limited to items appearing on the AEL as approved for Citizen Corps. Any expenditure not in compliance with the US DHS CCP grant guidance will be denied.

4.3. Alignment with National Priority and Target Capabilities

The US DHS FY 2009 HSGP guidance identifies “Strengthening Preparedness Planning” as the priority for the FY 2009 CCP grant. 2009 CCP expenditures must align with one or more of the following Target Capabilities:

- Community Preparedness and Participation (September 2007 TCL page 55)
- Citizen Evacuation and Shelter in Place (September 2007 TCL page 377)
- Mass Care (September 2007 TCL page 493)

4.4. Qualifications for Funding

The foundation of the CCP is the local Citizen Corps Council. The local Citizen Corps Council guides the local CCP's five components: Community Emergency Response Team (CERT); Medical Reserve Corps (MRC); Volunteers in Police Service (VIPS); Fire Corps (FC); and USA on Watch (formerly known as Neighborhood Watch). A description of a Citizen Corps Council and the five components are available online: <http://www.citizencorps.gov>. A county must have an active Citizen Corps Council and at least two of the five CCP components (CERT, MRC, VIPS, Fire Corps, and USA on Watch) to qualify for FY 2009 CCP funds.

4.5. Required Documentation

Documentation supporting proposals for FY 2009 CCP funds must be on file with the state Citizen Corps Program Manager by November 29, 2009. The following documentation must accompany all proposals:

A. Existing local Citizen Corps Council:

- A current roster of all local Council members by name and the agency they represent.
 - ☐ The US DHS guidance for FY 2009 CCP grants lists the minimum composition of a CCC (page 45). All required members must be reflected in the roster.
- Minutes of all meetings from January 2007 through September 2009.

B. Newly-formed local Citizen Corps Council:

- Roster of members (detailed above)
- Minutes from at least two meetings. These minutes must include:
 - ☐ Adoption of a motion to serve as the Citizen Corps Council for the county
 - ☐ Adoption of a motion to develop and maintain at least two of the five CCP components

Documentation of having in place (or a commitment to start) at least two of the 5 CCP components (CERT, MRC, USA on Watch, Fire Corps, VIPS).

Documentation supporting proposals for CERT backpacks must include the following:

- Number of active trained CERT members
- Number of ISDH backpacks received
- Number of active trained CERT members without backpacks

Documentation of each existing component must include specific goals for that component for the coming year and detailed progress/activity reports. Sample specific goals and activity reports are attached.

Documentation of each new component must include detailed plans for implementation of that component. Sample plans for implementation are attached. Documentation supporting proposals for CERT backpacks may be checked against IDHS records. Discrepancies may be subject to audit.

4.6. Public Education/Outreach Materials & Promotional Items

All public education/outreach materials & promotional items must include the national, Indiana, or local jurisdiction's Citizen Corps logo and tagline or the Ready logo and tagline. All logos must comply with DHS CCP logo standards. Detailed requirements for use of the Citizen Corps logo are available upon request.

4.7. CERT Backpacks

Federal funding for CCP has declined. Recognizing that CERT backpacks are a major expense within the CCP, a large share of the available FY 2009 CCP funds has been allocated for the CERT program. This provides counties with the opportunity to include CERT backpacks in their proposal for FY 2009 CCP funds.

- Expenditures for CERT backpacks are limited to AEL 19GN-00-BGPK. Proposals for funding the CERT backpack grant using anything other than AEL 19GN-00-BGPK will be denied.
- IDHS staff remains vigilant in search of other grant funding opportunities for CERT backpacks. If / when such special funding is secured, all EMA directors will be notified of the application process.

4.8. Funding Caps

The DHS FY 2009 CCP guidance place caps on certain expenditures. The following are important caps when developing your CCP funding proposal:

- No more than 15 percent of a county's FY 2009 CCP award may be used for promotional items (such as pins, patches, magnets, etc.).
- No more than 25 percent of a county's FY 2009 CCP award may be used for hiring of full- or part-time staff or contractors for emergency management.

Proposals requesting funding exceeding these caps will be reduced to the maximum allowed.

In addition, DHS requires that no more than 30 percent of Indiana's total CCP allocation be used for "kits used in volunteer response (e.g. CERT or MRC kits / backpacks)." To comply with this requirement, FY 2009 CCP awards to counties for CERT backpacks

(and MRC kits, etc.) may be adjusted. Any adjustments required to comply with this funding cap will be applied equally among all proposals.

4.9. Advisory: Potential for Future Match Requirements

The DHS FY 2009 CCP guidance **does not require** jurisdictions to obtain matching cash or in-kind funding. However, there is the potential that future DHS CCP grant guidance **may include** cash match requirements as early as FY 2009. Accordingly, jurisdictions should anticipate and plan for future CCP grants to require cash or in-kind matches at cost-share levels comparable to other FEMA-administered grant programs.

5. General Training Program (HSGP/EMPG)

The following policy establishes the Indiana Department of Homeland Security's (IDHS) standard for conducting training events utilizing specifically designated Homeland Security Grant Program (HSGP) funding for training events within each of the ten (10) IDHS Districts.

In order for a district to utilize HSGP grant funds to reimburse the costs of district level training events the points below must be followed at all times:

5.1. Training Purpose

Training events should complement the current State and Federal strategies and initiatives (e.g., District Task Force Development).

5.2. Determination of Training Event

Training events must be predetermined by the District Planning Council via the annual Training & Exercise Planning Workshop (TEPW). During the TEPW, the DPC and/or the District Training & Exercise Subcommittee will be required to place these training events into the Multi-Year Training & Exercise Calendar/Schedule which is a component of the Multi-Year Training & Exercise Plan. Courses identified on the Multi-Year Training & Exercise Calendar must be approved USDHS/IDHS courses.

- Courses not on the approved Multi-Year Training and Exercise Schedule will be considered "Special Training" requests and will need prior 90 day approval from IDHS. Once approved, the training event must be entered to the NEXS.

5.3. Reimbursement requirements for Training Event

A district utilizing dedicated HSGP funding must meet the following predetermined requirements:

- Individual attending training must be a member of the District Planning Council, sub-committee or a rostered member of the District Response Task Force in order to request reimbursement.
 - ☐ Any non-members of the above groups requesting funding support for training activities must be approved by the District Planning Council and IDHS with sufficient justification.
- Training must be identified in the District Training and Exercise Plan/Schedule and approved by the District Planning Council or District Training & Exercise Subcommittee if granted authority by the District Planning Council.

- Training events must be posted to the NEXS at least 60 days prior to the course start date.
- The District Fiscal Agent may be required to adjust the budget that will be used to fund the training event. This can be accomplished in the Indiana Grants Management System (iGMS).
- Persons attending the training must have a public safety identification (PSID) number. Individuals who do not know their PSID or do not have one may get a number by visiting the PSID web site at <http://www.in.gov/dhs/3207.htm>.
- The training event is must be entered into the online database of the National Exercise Schedule (NEXS) via the Homeland Security Exercise Evaluation Program (HSEEP) portal. The Indiana Department of Homeland Security will approve request for reimbursement after all documentation has been reviewed and approved. It shall be the responsibility of the requesting agency or jurisdiction fiscal/legal agent to ensure that all parties eligible for reimbursement receive payment.

5.4. Support Materials

Cost that are allowable in the HSGP exercise funding include those related to planning, meeting space, facilitation costs, consumable materials and supplies, travel, and documentation. Some examples of allowable expenses include:

- Paper, Writing Utensils, Ink, Toner
- Copying fees
- Printing manuals
- Identification badges
- Signs
- Rental items
- Light refreshments

5.5. Travel Expenses

Travel costs (e.g. airfare, mileage, per diem, and hotel) are allowable expenses by employees who are on travel status for official business related to planning, conduct or participation in the training event. If mileage is claimed, the mileage rate shall be based on the current rate paid by the State of Indiana. This travel reimbursement is restricted to travel within the State of Indiana. Out of State travel is considered a special request and will be reviewed per the special training request guidance within this document.

Per Diem Rate Schedule		
** To be eligible, individual must be in travel status during meal allowance period for at least three consecutive hours.		
	In State	Out of State
Midnight to 10:00 AM	Breakfast: \$8.00	Breakfast: \$10.00
10:00 AM to 3:00 PM	Lunch: \$8.00	Lunch: \$10.00
3:00 PM to Midnight	Dinner: \$10.00	Dinner: \$12.00
Total Daily Amount	\$26.00	\$32.00

5.6. Lodging Expenses

Students eligible for lodging during the course are those who will be traveling more than fifty (50) miles to the training venue. Students traveling more than seventy five (75) miles are eligible for lodging the night before the first day of the training event.

- IDHS will recognize web based mapping tools to calculate a student's mileage, i.e. map quest.
- A copy of a mapping image showing mileage (Distance Traveled) must be submitted for each student requesting mileage reimbursement and is the responsibility of the student to provide a copy to the fiscal agent for submission.
- Mileage is calculated from a student's residence to the training venue and from the venue back to the student's residence at conclusion of training event.
- Additional mileage may be reimbursed from hotel to training venue and training venue to hotel if training is multiple days.
- Incidental mileage is not allowable (Example: Driving from training venue to restaurant or hotel to restaurant or sightseeing travel).

5.7. Mileage

The reimbursement rate for mileage shall be based on the prevailing rate paid by the State of Indiana. Mileage can only be claimed if an individual's personal vehicle is used. Municipal owned vehicles are not eligible for mileage reimbursement.

Mileage logs shall include the:

- Date(s) of Travel
- Starting Location Address
- Destination Address

- Total Miles Driven - Map Quest or other web based mapping tools can serve as representation for mileage
- Signature of the individual requesting the mileage reimbursement.

IDHS reserves the right to request additional proof to support a student's claim for mileage reimbursement.

5.8. Consultants/Contractors

The services of a contractor/consultant may also be procured to support the conduct of a training course. The applicant's formal written procurement policy must be followed. In no case is dual compensation allowable. That is, an employee of a unit of government may not receive compensation from their unit or agency of government AND from an award for a single period of time (e.g., 1:00 pm to 5:00 pm); even though such work may benefit both activities. The sub grantee shall be responsible for any agreements or contracts for the procurement of contractors/consultants for the execution of the training event. The contractor/consultant expenses shall be part of the detailed estimated budget and the final detailed District training budget

5.9. Personnel Expenses (Overtime)

Actual wages paid by an employer incurred by participating agencies to personnel involved in training courses over and above their normal scheduled work hours may be reimbursed as overtime. Supporting documentation must contain the following:

- Names of employees involved
- Normal pay
- Overtime rate
- Hours involved in training (This does not include travel time, only actual time in the class room)
- Proof employee is overtime eligible
- Copy of the employer's overtime policy
- Original signature of agency executive officer

Overtime may include part time or half time employees who work over and above their normal scheduled work hours or work week.

Overtime reimbursement must not exceed 12 hours per 24-hour period and only pertains to time in the class room.

5.10. Backfill (Also called overtime as backfill)

Personnel costs of employees who work over and above their normal scheduled work hours, or work week, in order to perform the duties of those temporarily assigned to participate in approved training course outside their core responsibilities may be reimbursed as backfill. Supporting documentation must contain the following:

- Names of employees involved
- Normal pay
- Overtime rate
- Hours involved in training (This does not include travel time, only actual time in the class room)
- Proof employee is overtime eligible
- Copy of the employer's overtime policy
- Original signature of agency executive officer

This may include part time or half time employees who work over and above their normal scheduled work hours or work week.

Backfill reimbursement must not exceed 12 hours per 24-hour period and only pertains to time in the class room.

5.11. Paid-For-Call/Paid-On-Call/Paid-By-Call personnel

If a department relies upon paid-for-call/paid-on-call or paid-by-call personnel, and opts to include them in approved homeland security training events, grant funds may be used to pay for their participation in accordance with their departments established payroll policy, to include both hourly and flat rate costs. In no case is dual compensation allowable. Supporting documentation must contain the following:

- Names of employees involved
- Normal pay
- Overtime rate
- Hours involved in training (This does not include travel time, only actual time in the class room)
- Proof employee is overtime eligible
- Copy of the employer's paid for call/paid on call policy
- Original signature of agency executive officer

Paid-For-Call/Paid-On-Call/Paid-By-Call personnel reimbursement must not exceed 12 hours per 24-hour period and only pertains to time in the class room.

5.12. Volunteers

Certain volunteers may receive a stipend when participating in a training funded by the National Preparedness Directorate (NPD) Homeland Security Grant Program (HSGP).

For the purpose of this stipend, a volunteer is defined as an individual who is a member of an emergency response organization and are completely unpaid and no legal agreement exists to support pay for training and exercise activities. This includes volunteer firefighters as defined under IC 36-8-12-2. The volunteer may not receive payment from any other source while participating in the training activities; this includes vacation or sick time for their employer. This does not include volunteers from specific exempt organizations such as the American Red Cross or Community Emergency Response Teams (CERT), who are not eligible for reimbursement.

Stipend –The stipend for volunteers is \$15.00 per hour for each hour the volunteer is present at the training course that includes the time actually at the training venue. This stipend includes any time spent in planning for the training course including attendance at planning conferences and meetings in accordance to Homeland Security Exercise and Evaluation Program HSEEP guidelines.

If a district determines that they want to provide this stipend to eligible volunteers, the stipends shall be included in the organization's budget and will be distributed by the district fiscal/legal agent to the organization.

In no case will a volunteer receive dual funding from his/her full/part-time paid job and from National Preparedness Directorate (NPD) Homeland Security Grant Program (HSGP) funding for participation in the same approved Homeland Security training activity. An employee is eligible for the stipend if the training is outside his or her normal work hours. An employee is not eligible for the stipend if the training occurs during his or her vacation, personal or sick leave. It is the responsibility of the approving authority to record all volunteer hours for which stipends are requested and to provide a written report to IDHS as part of final budget documentation.

5.13. Unauthorized Training Course Costs

USDHS Grant funds for training are “reimbursement” grants and do not allow payment for any expense until all conditions set forth in this policy are met. In addition, there are some expenses that are not allowed which include:

- Costs incurred prior to the effective date of the sub-grant agreement (the date the sub-grant agreement has been fully executed) are not allowable.
- Reimbursement for maintenance and/or wear and tear costs of general use vehicles (e.g., construction vehicles) and emergency response apparatus (e.g., fire trucks and ambulances).
- Equipment that is purchased for permanent installation and/or use, beyond the scope for training conduct (e.g., radios, vehicles, furniture, computers, projectors, etc).

- Replacement cost for lost, stolen or broken equipment.
- Fringe benefits.
- Supplanting (replacing a currently budgeted full-time position with one or more full time employees or using federal funds to pay for expenses previously budgeted for payment using state or local funds.
- Any fees or costs related to an individual that does not successfully complete the approved training course. Documentation such as certificate of completion, agendas, and course sign in sheet must be turned in with reimbursement requests).
- Funds are not allowed to be used for the development of any training program or curriculum.
- Working lunches for didactic training events (Class room). Note: Exercises as defined by HSEEP are considered different for the purpose of this guidance.

5.14. Training Course Reimbursement

The following applies to jurisdictions or agencies that request to utilize HSGP grant funds for the purpose of planning and conducting training courses. Funding for approved training courses shall be disbursed after all of the following conditions have been met:

- A fully executed sub-grant agreement is in place between the Indiana Department of Homeland Security and the jurisdiction responsible for managing the grant funds for the district.
- All required training course documentation is submitted to the State Exercise Training Officer or State Training Officer. All documents and materials shall be submitted within 45 days after the execution of the training course. (Electronic format is desired for reporting of all exercise documentation (MS Word, PDF, Excel, Scanned Documents). Failure to submit training documentation within 45 days may result in denial of reimbursements.
- All supporting documentation with the exception of PowerPoint files, video files, sound files should be uploaded into iGMS Indiana Grants Management System).

A. Required Documentation

- All Sign-in forms (Actual Student Signatures Required)
- Training participant rosters (Roster of Pre-Registered Students)
- Personnel cost documentation
- Total Number of class room hours spent participating in the training program
- Hourly rate of participant (Agency policy)

- ☐ Overtime rate of the participant (Agency policy) An overtime reimbursement document must be completed by each agency requesting overtime/backfill/volunteer reimbursement for participation in training activities on a form approved by IDHS. All overtime/backfill/volunteer reimbursement submissions shall be completed, signed, and submitted by the Chief Executive Officer of the requesting agency i.e., Police Chief/Fire Chief.
- Total amount of stipend for volunteers (must include the name, number of hours and rate for each volunteer)
- All Contractor Invoices
- Supporting Mileage Documentation from each student residence to training venue and hotel to training venue (Example: Map Quest mileage calculation)
 - ☐ Mileage logs shall include date(s) of travel, starting location address, destination address, total miles driven, and signature of the individual requesting the mileage reimbursement.

B. Required If IDHS Request:

- Any other documentation requested by IDHS
- Minutes and sign-in forms from planning meetings
- Topics covered in training course or course curriculum
- Syllabus or Agenda with Course Hours Identified
- Evaluation/surveys used in training course
- An agency overtime policy, backfill or call policies must accompany the reimbursement request
- Course/Instructor evaluation forms
- Multimedia presentations including PowerPoint files, video files, sound files, etc.

5.15. Detailed budget:

A detailed project budget shall be entered into iGMS for each training event or project prior to the execution of the training event (60 Days). This may require the fiscal agent to create a GAN (Grant Adjustment Notification) and request the IDHS Grants Management Branch create a new project line in an already approved overarching budget specifically for the training event.

The reimbursement provided shall not exceed the amount of the signed sub-grant agreement.

5.16. Special Training Requests

Requests for training not identified or approved by USDHS/IDHS, must correlate with current State and Federal strategies and initiatives (e.g., District Task Force Development). Special training requests are those trainings not identified on the multi-year plan or schedule or an approved IDHS training list (still being developed). Special Training requests utilizing HSGP Training & Exercise Grant funding should be focused on improving previously identified capabilities at the district level.

Requests for these trainings are required to be turned in 90 days prior to the training course being conducted to allow IDHS to evaluate the training. These requests must be submitted to Indiana Department of Homeland Security's Training Division.

The District must submit to the IDHS Preparedness and Training Division an official request to participate in training. This proposal must have the concurrence of the District Planning Council.

A. Required Documents for Special Training Events:

- The requesting District needs to submit a letter of intent to request specialized training not identified or approved by USDHS/IDHS to the IDHS (DPC Executive signatures are required on this document to validate the request).
- Name/address/contact information (phone number and email addresses) and background summary of the training provider.
- Agenda of day to day activities.
- Course Description and course materials
- Budget breakdown of cost per individual that can include:
 - ☐ Lodging
 - ☐ Backfill or Overtime
 - ☐ Travel costs (mileage)

Upon receipt of all required documentation, the request for special training will then be reviewed by IDHS. Once the request has been reviewed, the district planning council or designee will be notified of IDHS's decision.

Questions about Training & Exercise should be directed to:

Tony Pagano
State Exercise Training Officer
Indiana Dept. of Homeland Security
(317) 234-6103
tpagano@dhs.in.gov

Amy Lindsey
State Training Officer
Indiana Dept. of Homeland Security
(317) 234-2539
alindsey@dhs.in.gov

Donna Saine
Northern Exercise & Training Mgr.
Indiana Dept. of Homeland Security
(317) 517-2845
dsaine@dhs.in.gov

Andrew Wilson
Southern Exercise & Training Mgr.
Indiana Dept. of Homeland Security
(317) 501-4270
anwilson@dhs.in.gov

Erica McDaniel
Central Exercise & Training Coord.
Indiana Dept. of Homeland Security
(317) 771-3598
emcdaniel@dhs.in.gov

At no time will the training request be reviewed if not endorsed by the District Planning Council.

6. Appendices

Training & Exercise Sample Budget

Personnel	Budget	Actual	Difference (\$)	Difference (%)
Overtime				
Backfill				
Volunteer Stipend				
Other				
Other				
Operating	Budget	Actual	Difference (\$)	Difference (%)
Instructor Fee(s)				
Lodging				
Mileage				
Paper Supplies				
Postage				
Rental Fee				
Per Diem				
Photo Copying				
Fuel				
Printing				
Contractor(s)				
Props/Enhancements				
IDHS Approved Equipment				
Food/Light Refreshments				
Storage Fee(s)				
Shipping				
M&A				
Other				
Other				
Total Expenses				

Sample NEXS Training Report



NATIONAL EXERCISE SCHEDULE (NEXS)

Detailed Event Report

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EXERCISE FOR OFFICIAL USE ONLY



NATIONAL EXERCISE SCHEDULE (NEXS)
DETAILED EVENT REPORT
U.S. Department of Homeland Security

GENERAL INFORMATION

Name: Sample Training Event	Status: Submitted
Unique ID:	Dates: August 1, 2010 8:00 am to August 4, 2010 4:00 pm
Event Type: Training	
Event POC: Kenneth Woodall (kwoodall@dhs.in.gov) 317-232-4680	
Lead Planner: Adam Groupe (agroupe@evansvillegov.org) 812-435-6020	
Program: •Preparedness Response Exercise Program (PREP) (DHS USCG)	
Mission: •Response	Scope: •Local •State
Overview: This is a demonstration sample of what a training event should look like when entered to the NEXS.	

EVENT LOCATION(S)

Primary Location	
Name of Venue: Roberts Stadium	Comments:
Address: Hwy 66 Evansville, IN 47711	Any important notes about the venue can be placed here for your training event.
FEMA Region: FEMA Region V	
County/Parish: Vanderburgh	
Military Installation: <input type="checkbox"/>	

DETAILED INFORMATION

Lead Planning Organization(s)	
Organization Name:	Point of Contact:
Sponsoring Agency(ies)	
Agency Name: •Indiana District 10	Comments: Additional Sponsors can be included. A sponsor is a group or individual that provides major support.
Major Participants	
Participating Organization:	Point of Contact:

7/15/2010

Sample Training Event
EXERCISE FOR OFFICIAL USE ONLY

Page 2 of 3



NATIONAL EXERCISE SCHEDULE (NEXS)
DETAILED EVENT REPORT
U.S. Department of Homeland Security

•Indiana Department of Homeland Security (unconfirmed) (PRIMARY) •Indiana District 10 (unconfirmed)	
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Conferences		
Conference Name	Start Date	End Date
•Initial Planning Conference (IPC) Indianapolis, IN 46204	07/01/2010 9:00AM	07/01/2010 2:00PM

Sample NEXS Exercise Report



NATIONAL EXERCISE SCHEDULE (NEXS)

Detailed Event Report

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EXERCISE FOR OFFICIAL USE ONLY



**NATIONAL EXERCISE SCHEDULE (NEXS)
DETAILED EVENT REPORT**
U.S. Department of Homeland Security

GENERAL INFORMATION

Name: Hoosier Sentry/Ardent Sentry Series: Unique ID: 214-107-07-030 Type: Full-Scale National Level Event: Yes Tier: Tier II		Status: Published Dates: May 10, 2007 12:00 am to May 13, 2007 12:00 am
Event POC: Kenneth Woodall (kwoodall@dhs.in.gov) 317-232-4680 Lead Planner: Rick Archer (rarcher@dhs.in.gov) 317-234-6259		
Program: •Emergency Management Performance Grant (EMPG)		Theme:
Mission: •Protection •Response	Scope: •Local •Federal •State •Intrastate (e.g. multi-county) •Regional (multi-state) •International •Private Sector •Nongovernmental/Volunteer Organization	Scenario: <u>Nuclear</u> •Improvised Nuclear Device
Overview: Hoosier Sentry is the civilian component of a national Full Scale and Functional exercise involving Title 10 and Title 32 military personnel titled Ardent Sentry. This exercise is the largest training exercise ever conducted by the United States involving the DoD, National Guard Bureau, and civilian responders across the nation.		

EVENT LOCATION(S)

Primary Location	
Name of Venue: Muscatatuck Urban Training Center Address: Butler, IN 47223 FEMA Region: FEMA Region V County/Parish: Military Installation: <input checked="" type="checkbox"/>	Comments: Located in South Central Indiana's Jennings County near Butler, the Muscatatuck Urban Training Center (MUTC) is a secluded, self contained community, once home to the Muscatatuck State Developmental Center. The 1,000 acre site was turned over to the Indiana National Guard in July of 2005 and since has been continually evolving into a full-immersion contemporary urban training environment.
Location	

Hoosier Sentry/Ardent Sentry

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Name of Venue: Indiana State Emergency Operations Center Address: 302 W Washington St Indianapolis, IN 46204 FEMA Region: FEMA Region V County/Parish: Military Installation: <input type="checkbox"/>	Comments:
Name of Venue: Marion County Emergency Operations Center Address: 50 S State Street Indianapolis, IN 46201 FEMA Region: FEMA Region V County/Parish: Marion Military Installation: <input type="checkbox"/>	Comments:

DETAILED INFORMATION

Lead Planning Organization(s)	
Organization Name: •Indiana Department of Homeland Security (PRIMARY) •Northern Command (NORTHCOM) •Joint Forces Command (JFCOM)	Point of Contact:
Sponsoring Agency(ies)	
Agency Name: •Department of Defense (DOD) •Department of Homeland Security (DHS)	Comments:
Direct Support Exercise: <input type="checkbox"/> RESP: <input type="checkbox"/>	
Contingency	
Contingencies:	
Major Participants	
Participating Organization: •Northern Command (NORTHCOM) •Department of Energy (DOE)	Point of Contact:

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•Department of Homeland Security (DHS)	
•Federal Emergency Management Agency (FEMA)	
•Environmental Protection Agency (EPA)	
•Joint Forces Command (JFCOM)	
•Indiana	
•Indiana Department of Homeland Security	
•Indiana State Department of Health	
•Indiana Department of Transportation (unconfirmed)	
•Indiana Homeland Security District 7 Task Force	
•Indiana Homeland Security District 5 Task Force (unconfirmed)	
•Indiana Department of Natural Resources (unconfirmed)	
•Indiana Department of Environmental Management (unconfirmed)	
•Integrated Public Safety Commission (unconfirmed)	

Conferences

Conference Name	Start Date	End Date
•Concepts & Objectives (C&O) Meeting	10/27/2006 12:00AM	10/27/2006 12:00AM
•Initial Planning Conference (IPC)	11/14/2006 12:00AM	11/14/2006 12:00AM
•Mid-Term Planning Conference (MPC)	12/27/2006 12:00AM	12/27/2006 12:00AM
•MSEL Conference	01/14/2007 12:00AM	01/14/2007 12:00AM
•R-TTX	03/01/2007 12:00AM	03/01/2007 12:00AM

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•L-TTX	03/02/2007 12:00AM	03/02/2007 12:00AM
•Final Planning Conference (FPC)	04/16/2007 12:00AM	04/16/2007 12:00AM
•After Action Conference (AAC)	06/16/2007 12:00AM	06/17/2007 12:00AM

End of Guidance Document